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Approved For Release 2001/11/01 : CIA-RDP73-00099A000200020009-7

Attachment 1

**COST COMPARISON**  
**INACTIVE FILES**

25X1A

**ROLL MICROFILM AT HEADQUARTERS vs. HARD COPY** [REDACTED]

25X1A

1. **EXAMPLE FOR COSTING** - Net growth of documents to be stored [REDACTED] is 6,000 cubic feet per year for 6 consecutive years and storage for 4 years thereafter (10-year retention).

2. **ASSUMPTIONS:**

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a. Annual microfilming at Headquarters of an estimated 6,000 cubic feet of files becoming inactive could eliminate the current need for new shelving, building renovation, etc., at [REDACTED] and the same need 6 years hence.

b. Roll microfilm retained at Headquarters would give a faster retrieval rate and eliminate the file maintenance requirement [REDACTED]

25X1A

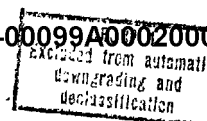
c. Existing readers at Headquarters could be used for retrieval.

d. Six additional GS-3 microphotographers could possibly be required--remaining tasks for microfilm operation to be absorbed by existing personnel.

3. **COMPARISON** - See chart on page 2.

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3. COMPARISON:

SEE NEW COST COMPARISON

ITEM (8-year Basis)	HARD COPY	COST	MICROFILM (HQS)	COST
Renovation and Storage	New Shelving (6-year capacity)	\$600,000	Storage @ .76 cu. ft. (cumulating growth)	\$205,600
TV Installation	For Building Security	32,000	0	0
TV Maintenance	\$6,000 per year	36,000	0	0
File Preparation	Purging, Indexing, Boxing, Shipping	Roughly Equal, cost undetermined	Purging Index--feed to camera, inspect film	
File Maintenance	\$215/cu. ft. per year Growth of 6,000 cu. ft. per year, up to 36,000 cu. ft. 4 years thereafter at 36,000 cu. ft.	580,500	0	0
Filming	0	0	Six additional GS-3's @ \$5,200 per year	187,000
Supplies	Boxes @ 12¢	4,320	Film @ \$2.88, reels @ 8¢	108,000
Processing	0	0	Automatic--cost absorbed	0
		\$1,252,820		\$500,600

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Since there are so many unknowns in costing out the microfilm (for example, the type of files and type of camera to be used), these figures represent cost differences rather than totals. These figures indicate that microfilming to save storage space is practical in the Agency's unique situation and that a possible savings of \$752,220 could be realized over a 6-year period.

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